



Solicitation Information
February 25, 2015

Addendum #1

RFP # 7549334

TITLE: Computer Based Cosmetology Exams

Submission Deadline: March 10, 2015 at 2:30 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

1. **p.3, Contract Start Date.** The initial contract start date is specified as April 1, 2015. We assume that this is the date that work begins for the preparation of test administrations. When would you like actual test administrations to begin? (Usually a preferred time frame is 3-4 months.).

Answer: July 1 2015 if 3-4 months is customary. If longer is needed, then September 1, 2015.

2. **p.3, 0.00 Contract.** Please confirm that there are no fees to be remitted back to the State?

Answer: No fees are due to the state from the vendor. The applicant pays a license fee to the state; vendor is not involved. The applicant pays the examination fee to the vendor; no examination fee is paid to the state.

3. **p.6, Foreign language examinations.** There appears to be some missing language in the second sentence of this requirement: "The vendor shall offer written examinations in English, Spanish, Vietnamese, and Korean consistent with NIC guidelines and standards. The vendor shall **meet** all provisions contained within the NIC examination guidelines." Please provide the missing verbiage.

Answer: "The vendor shall meet all provisions....."

4. **p.7, Web-based application processing system.** Is the application processing system used only for an examination appointment or is it used for license application as well? If so, please elaborate on the license application requirements.

Answer: The vendor is responsible for examinations only. Licensing is solely the responsibility of the Department of Health staff.

5. **p. 7-8 Exam Results.** Is it acceptable for the vendor to simply provide exam results at the test center, both on the computer screen and as a printed score report, immediately after the conclusion of the exam instead of the three options listed on the top of page 8?

Answer: The options offered here are acceptable for the student communication of the exam score, but the Department of Health is requesting a more robust and varied set of exam score communication to interface with our internal system.

If your process varies from this requirement, we will review and evaluate all solutions offered.

6. **p.8**, Test Results Retention. If electronic test results are maintained for 10 years [or longer if needed], is it necessary to maintain paper forms for that length of time as well?

Answer: Electronic retention will be sufficient.